

**MICHIGAN DEPARTMENT OF EDUCATION  
 OFFICE OF PROFESSIONAL PREPARATION SERVICES  
 P.O. BOX 30008  
 LANSING, MICHIGAN 48909**

Direct questions regarding  
 this form to (517) 373-3310.

## **APPLICATION FOR RENEWAL OF A MICHIGAN PROVISIONAL TEACHING CERTIFICATE**

**NOTE:** This form is to be used **ONLY** if the applicant has completed the required renewal credit (see reverse side for renewal credit requirements) at an approved OUT-OF-STATE college or university. **DO NOT** use this form if renewal requirements were completed at a Michigan college or university. Candidates who completed renewal requirements for the Michigan provisional teaching certificate at a Michigan college or university must apply directly to that Michigan college/university to be recommended for the renewal.

### **GENERAL INSTRUCTIONS:**

- Complete all sections of the application form. ***PLEASE PRINT OR TYPE.***
- Enclose an **OFFICIAL** transcript showing Master's or higher degree, or additional course work that has been completed since your initial provisional certificate was issued.
- If your name has changed since your provisional certificate was issued, enclose a copy of your marriage license, divorce decree, or name change decree.
- Upon receipt of your application, you will be billed \$75.00. **The fee is for the application evaluation process and is non-refundable. DO NOT SEND PAYMENT WITH THE APPLICATION FORM.**
- Your credentials will be evaluated after your completed application form and application evaluation fee is received.
- **Mail the completed application form, along with the required documentation, to the address indicated above.**

### **APPLICANT INFORMATION**

SOCIAL SECURITY NUMBER			DATE OF BIRTH				MONTH		DAY		YEAR		GENDER	
													<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
NAME		Last		First		Middle		Maiden		TELEPHONE NUMBER				
										(      )				
ADDRESS			Street			City			State			Zip Code		

### **DEGREE AND CREDIT INFORMATION**

Type of Degree	Institution Where Degree/Credit was Earned	Year Degree Conferred
Bachelor's		
Master's		
Other		
Renewal Credit		Date Completed:

**CONVICTION/REVOCATION INFORMATION** (If you answer "yes" to any of the following questions, please provide a detailed description of the circumstances surrounding the conviction or action and attach copies of court documents, if applicable.)

Have you ever been convicted of (or pleaded no contest to) a misdemeanor or felony? ( <b>check one</b> )	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you had a teaching/school counselor/school psychologist certificate suspended or revoked? ( <b>check one</b> )	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there currently action pending against your teaching/school counselor/school psychologist certificate? ( <b>check one</b> )	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever surrendered a teaching/school counselor/school psychologist certificate? ( <b>check one</b> )	<input type="checkbox"/> Yes <input type="checkbox"/> No

**APPLICANT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**-DO NOT WRITE BELOW THIS LINE-**

Institution \_\_\_\_\_ Degree \_\_\_\_\_ Date Issued \_\_\_\_\_

Endorsement Areas: \_\_\_\_\_

\_\_\_\_\_ Fee Paid \$ \_\_\_\_\_ Approved for:    ☐ First Renewal    ☐ Second Renewal

Approved By \_\_\_\_\_ Date Approved \_\_\_\_\_

## **REQUIREMENTS FOR RENEWING A MICHIGAN PROVISIONAL TEACHING CERTIFICATE**

Candidates for a first renewal of the Michigan Provisional Teaching Certificate must present evidence of one of the following:

- Completion of 10 semester credit hours at an approved out-of-state teacher preparation institution **SINCE THE ISSUANCE OF THE APPLICANT'S INITIAL PROVISIONAL CERTIFICATE.**
- An approved out-of-state Master's or higher degree earned at any time.
- An expired provisional certificate may also be renewed if the applicant holds a valid out-of-state teaching certificate and provides verification of at least one year of successful teaching experience within the validity of the certificate in the preceding five-year period.

Candidates for a second renewal of the Michigan Provisional Teaching Certificate must present evidence of one of the following:

- Completion of 18 semester credit hours in an approved out-of-state Master's degree program **SINCE THE ISSUANCE OF THE APPLICANT'S INITIAL PROVISIONAL CERTIFICATE.**
- An approved out-of-state Master's or higher degree earned at any time.